

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Program Specialist, SHIP**  
**Bureau of Aging and Disabilities**  
An Equal Opportunity Employer

**Program Specialist, State Health Insurance Assistance Program – Bureau of Aging and Disabilities**

\$19.04 hourly (Grade C09), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

**This position will remain open until filled.**

The Bureau of Aging and Disabilities is currently searching for a Program Specialist in the State Health Insurance Assistance Program (SHIP) to provide health insurance counseling, assistance and advocacy services in compliance with Federal, State and local laws.

The Program Specialist will be responsible for developing a system of health insurance counseling and advocacy by comparing and analyzing insurance policies, providing claims assistance, conducting virtual and/or in-person educational seminars, making referrals and maintaining organized files/ computer management systems while managing data and reporting requirements. The Program Specialist will recruit, train and supervise volunteers to provide health insurance information, consultation and counseling.

The ideal candidate for this opportunity will possess excellent customer service and communication skills and be able to professionally interface with the public. This individual should possess strong organizational skills and an attention to detail including the ability to interpret and adhere to state and federal guidelines when determining eligibility for Medicare and related Medicare Savings programs.

Click [here](#) for the full job description

**Qualifications:**

1. Bachelor's degree in business administration or related field
2. Three years' experience in health insurance
3. Valid driver's license
4. Requires criminal background check as condition of employment

*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 01/31/22  
(22-113)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.